



## The Meeting Planning Process: A Guide to Planning Successful Meetings (Paperback)

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By Mary Jo Wiseman Cmp

Createspace Independent Publishing Platform, 2016.  
Paperback. Condition: New. Language: English . Brand New Book \*\*\*\*\* Print on Demand \*\*\*\*\*. The Meeting Planning Process -- A Guide to Planning Successful Meetings by Certified Meeting Professional Mary Jo Wiseman offers a common sense approach to managing the meeting planning process based on the knowledge and experience she garnered over a 20+ year career as a corporate meeting and event coordinator. The author s systematic approach to project management helped her to get and stay focused on the task at hand while handling multiple details, projects and deadlines throughout her career and she wants to share her secrets for success with others. The author firmly believes it is NOT just one person who makes a meeting or event happen, but rather a well led TEAM of dedicated, enthusiastic, talented individuals who come together to do what they do best to help organizations EXCEED PROGRAM OBJECTIVES and make them SHINE. It is the PROCESS or system used to get started that can either keep you on track or send you off the rails. This Guide offers a practical overview of the entire planning process for people just starting out in the business or meeting...



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